

Date

## ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	EO/DDA	<i>[Signature]</i>	7 DEC 1982
2.	W/DDA	<i>[Signature]</i>	8 DEC 1982
3.	DDA	<i>[Signature]</i>	14 DEC 1982
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

1-2/3: Suggest  
you skimm this  
material -

P.A. - pls find  
space next material (through  
dip) to D/O L + material  
on standards to D/O P +  
D/O L.

*[Signature]* 18 DEC 1982

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

 OPTIONAL FORM 41 (Rev. 7-76)  
 Prescribed by GSA  
 FPMR (41 CFR) 101-11.206

**EXECUTIVE SECRETARIAT**  
**Routing Slip**

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI		✓		
6	DDA				
7	DDO				
8	DBS&T				
9	Chm/MIC				
10	GC				
11	IG				
12	Compt				
13	D/EEO				
14	D/Pers				
15	D/OEA				
16	C/PAD/OEA				
17	SA/IA				
18	AG/DCI				
19	C/DPD/OIS				
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		<b>SUSPENSE</b> _____ <small>Date</small>			

**Remarks:**

Executive Secretary  
12/7/82  
Date

STAT

THE WHITE HOUSE  
WASHINGTONExecutive Registry  
**82-13358**  
DD/A  
**82-2900****CABINET AFFAIRS STAFFING MEMORANDUM**DATE: 12-6-82 NUMBER: 077643CA DUE BY: \_\_\_\_\_SUBJECT: Cabinet Council on Management and Administration - December 8, 1982  
2:00 p.m. in the Roosevelt Room

	ACTION	FYI		ACTION	FYI
ALL CABINET MEMBERS	<input type="checkbox"/>	<input type="checkbox"/>	Baker	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vice President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Deaver	<input type="checkbox"/>	<input type="checkbox"/>
State	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Clark	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Treasury	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Darman ( <i>For WH Staffing</i> )	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Defense	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Harper	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attorney General	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Jenkins	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Interior	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Agriculture	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Commerce	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Labor	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
HHS	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
HUD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Energy	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Education	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Counsellor	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
OMB	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
CIA	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
UN	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
USTR	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
CEA	<input type="checkbox"/>	<input type="checkbox"/>	CCCT/Gunn	<input type="checkbox"/>	<input type="checkbox"/>
CEQ	<input type="checkbox"/>	<input type="checkbox"/>	CCEA/Porter	<input type="checkbox"/>	<input type="checkbox"/>
OSTP	<input type="checkbox"/>	<input type="checkbox"/>	CCFA/Boggs	<input type="checkbox"/>	<input type="checkbox"/>
OPM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CCHR/Carleson	<input type="checkbox"/>	<input type="checkbox"/>
GSA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CCLP/Uhlmann	<input type="checkbox"/>	<input type="checkbox"/>
ACUS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CCMA/Bledsoe	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			CCNRE/Boggs	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS: The Cabinet Council on Management and Administration will meet Wednesday, December 8, at 2:00 p.m. in the Roosevelt Room. The agenda and background papers are enclosed.

RETURN TO:

☐ Craig L. Fuller  
Assistant to the President  
for Cabinet Affairs  
456-2823☒ Becky Norton Dunlop  
Director, Office of  
Cabinet Affairs  
456-2800

THE WHITE HOUSE

WASHINGTON

82-2900

MEMORANDUM FOR THE CABINET COUNCIL ON MANAGEMENT AND  
ADMINISTRATION

FROM: Ralph C. Bledsoe *Ralph Bledsoe*  
SUBJECT: Papers for the December 8 Meeting  
DATE: December 6, 1982

The papers for the Wednesday, December 8 meeting of the Cabinet Council on Management and Administration are attached. The meeting is now scheduled for 2:00 p.m. in the Roosevelt Room.

The first agenda item is a government-wide space management initiative that is being proposed by the General Services Administration. GSA is proposing that the Council establish a single focal point for the coordinating, reporting and monitoring of space actions while leaving operating authority for non-GSA space with individual agencies. A draft executive order will be considered so that it can be readied for the meeting with the President on this topic on December 14.

The second agenda item pertains to classification standards, with specific emphasis on standards for the contract and procurement and librarian series. Both have been challenged, as reflected in the attached issue papers prepared by OPM and by the Office of Federal Procurement Policy in OMB. Standards for the librarian series have been challenged by several groups and by members of Congress. The specific merits of each challenge are different. However, they both are part of a broader issue for Cabinet Council consideration: the functioning of the position classification system and its impact on Federal management and program delivery. Following brief presentations by OPM and OFPP, we will explore both the specific and the broader issues, so as to provide policy guidance for future handling of this vital personnel activity.

For the third agenda item, debt collection, a brief presentation will be given on how we intend to proceed with reduction of delinquent debt and prevention and/or handling of new delinquencies. A draft OMB bulletin on debt collection is attached.

Attachments

THE WHITE HOUSE  
WASHINGTON

CABINET COUNCIL ON MANAGEMENT AND ADMINISTRATION

December 8, 1982

2:00 P.M.

Roosevelt Room

AGENDA

1. Space Management Initiative (CM #311)
2. Classification Standards: Procurement and Librarian Series
3. Debt Collection

GENERAL SERVICES ADMINISTRATION  
ISSUE PAPER

TOPIC:

Proposed Government-Wide Space Management Initiative.

PURPOSE:

To identify and evaluate options available to strengthen the management of the government's space resources.

BACKGROUND:

Total space resources within the Federal Government currently surpass 2.8 billion square feet. Of this amount, 526 million square feet is utilized as office space to maintain professional, clerical, and other personnel.

Although the government's investment in maintaining this volume of space is substantial, the development of effective management controls has failed to keep pace with the changing Federal environment. The General Services Administration (GSA) currently controls only 8% of total space and 27% of office space, with the remainder controlled by individual agencies. As a result; for space not controlled by GSA, government-wide planning and coordination of occupied and vacant space does not exist. Also, the information to measure space utilization is not readily available within most agencies.

Recent experience within GSA suggests substantial improvements can be made in government-wide space management. GSA is undertaking an initiative to improve utilization of the office space under its control. When fully implemented, savings should exceed \$250 million. Potential savings on total government-wide office space could exceed \$1 billion. Further, the opportunity on non-office space is also substantial. The Cabinet Council for Management and Administration is the appropriate forum to address this opportunity.

*I Good!*  
*anywhere? not GSA*

DISCUSSION:

To improve the management of Federal space, GSA is undertaking an initiative dealing with GSA controlled space. This program emphasizes planning instead of case-by-case and crisis management. With the assistance of an interagency working group, the space request process and the space management regulations are being significantly streamlined. The new regulations will place responsibility, authority and accountability with individual agencies while redirecting GSA's efforts to providing coordination, service and oversight. The program establishes an office space utilization rate goal of 135 square feet per person and assigns the following responsibilities:

Agency Responsibilities.

- o Develop an Agency Space Plan which identifies present facilities, anticipated new requests, and changes for the present year and projections for the known budget years.
- o Relate space requirements to employment and employment changes.
- o Identify planned action steps toward a goal of 135 square feet per person.
- o Submit an initial space utilization plan approved by the agency head to GSA by March 30, 1983, followed by annual submissions by July 31 of each year.
- o Take responsibility for the government's out-of-pocket costs on unused space for the time period initially requested, unless GSA is able to reassign or dispose of the space.

GSA Responsibilities..

- o Ensure that Federal space requirements are met in the most efficient manner by providing assignment of space in existing government-owned or leased inventories, acquiring new space only when necessary.
- o Dispose of excess Federal space as expeditiously as possible.
- o Provide assistance to agencies in initial space layout, if requested. Make available term contracts for more extensive space planning on a reimbursable basis.
- o Provide contract administration on leases.
- o Ensure that GSA regulations are simplified to facilitate agency space management.
- o Provide adequate oversight in the review and approval of agencies' space plans. Conduct periodic, thorough space utilization inspections and surveys.
- o Provide repetitive reporting to the Cabinet Council for Management and Administration (CCMA).

This program is only applicable to GSA controlled office space. There is currently no government-wide effort to improve the management of the over 400 million square feet of office space not controlled by GSA. Many individual agencies are engaged in programs to improve the management of other space. However, if the taxpayers are to be assured the government is wisely and efficiently utilizing its space resources, this 73% of the government's inventory must also be planned, coordinated and monitored on a government-wide basis. Such a program should be aimed at total space of all kinds with initial emphasis on office space.

OPTIONS:

1. Cabinet Council Endorsement for a Presidential Initiative on Space Management. This option would establish a single focal point for the coordinating, reporting and monitoring of space actions while leaving operating authority for non-GSA space with individual agencies. It also would establish Presidential interest in the program which would not tend to fade over time. In addition, it would provide GSA with the ability to coordinate vacant space government-wide with new space assignments.
2. No Cabinet Council Action. This option represents a rejection at this time of a government-wide program. It allows GSA to continue its program for GSA controlled space. However, the lack of any Cabinet Council or White House action may be perceived as an indication that the GSA initiative is a non-priority program. Further, improvements in GSA controlled space could be offset by increases in agency-controlled space.

RECOMMENDATION:

OPTION 1, is recommended. For a space management program to be effective, it must apply to all government office space. Further, it must have a clearly defined focal point with authority to collect data and report progress and compliance to the Cabinet Council and the President. Equally important is it would allow GSA to act as a clearinghouse for vacant space throughout the government when new space assignments are considered. A draft Executive Order to implement this option is attached.



Executive Order

Government Real Property Reforms

By the authority vested in me as President by the Constitution and laws of the United States of America, and in order to ensure effective, efficient and judicious use of publicly owned, leased, and controlled real property and related personal property, fundamental changes in the use and management of Government resources are required; therefore, it is hereby ordered as follows:

Section 1. To make real and related personal property use and management more effective in support of agency mission accomplishment, to minimize the acquisition, and maximize the use of government resources, the heads of executive agencies shall:

(a) Establish programs to reduce the amount of property used or held to that amount which is absolutely essential for known mission accomplishment.

(b) Review the agency property inventory and declare excess and report to the Administrator of General Services for disposal all property holdings that are not necessary to satisfy existing mission requirements and known and verified planned programs.

(c) Ensure that the amount of space used by each employee of the agency, or others using agency controlled space, is held to the absolute minimum necessary to accomplish the task that employee must perform.

(d) Ensure that the use of furniture, equipment, decorations, drapes, carpeting, plants and other accoutrements in agency real property be held to an absolute minimum so that all property used by the agency reflects a judicious and austere use of public monies.

(e) Establish information systems and surveys in accordance with guidance issued by the Administrator of the General Services, from time to time, so that a government-wide uniform reporting system is available and information collected to assure the objective of this order is obtained.

(f) Ensure that each decision involving the use, acquisition or disposal of real estate is the most cost effective for the government as a whole.

(g) Ensure that all real property being retained for planned government uses, but temporarily vacant, be reported to the Administrator of General Services so that it may be made available for the temporary use of other Federal agencies during the period of its availability.

Sec. 2. The Administrator of General Services shall take necessary action to collect and report government-wide space information from each agency to assure that the objectives of this order are achieved. Further, for property under the control of the General Services Administration, the Administrator shall review and revise, as appropriate, directives to ensure that such property is efficiently utilized and managed in a manner which is most cost effective for the government as a whole.

Sec. 3. The legislative and judicial branches are invited to participate in this program for the cost effective and efficient use of government real property resources. The General Services Administration shall continue to make available to the legislative and judicial branches assistance to help them in whatever way possible to achieve the maximum efficient and economical use of government real property resources.

THE WHITE HOUSE